

rehearsal

ceremony

afternoon

evening

enhancements

brunch

our hotel



General Wedding Information

Service Charge

All food and non-alcoholic beverage prices are subject to a 22% service charge and 8.125% sales tax.
All alcoholic beverage prices are subject to a 22% service charge

Food and Beverage

Texas Alcoholic Beverage Commission regulates all sales, service, and consumption of alcoholic beverages.
No food or alcoholic beverages may be brought into the Hotel from outside sources or vendors.
No food and beverage is permitted to leave the Hotel.
A Bride and /or Groom's cake may be brought in by an Approved Vendor

Guarantee of Menu and Attendance

Menu selections must be made at least 45 days prior to the function.
The final guarantee of attendance must be received no later than noon, Seven (7) business days prior to your event.
A service charge of \$4.00 per person for lunch and \$5.00 per person for dinner will apply to events with a guest attendance of 25 or less.

Method of Payment

A tiered payment plan will be outlined in your Wedding Contract. Payment in full will be required five (5) business days prior to your event with credit card, cash, or cashiers check. Any remaining balance will be secured with a valid credit card and charged the next business day after your event after the Wedding Event Planner has thoroughly reviewed your charges. A final receipt will be mailed to you for your records. Personal checks are not accepted.

Deposits

20% of the Estimated Revenue will be required with a signed contract in order to confirm your reservations. All payments received will be applied to your balance and are non-refundable and non-transferable.

Special Event Parking Rates

Self-parking \$10.00 per vehicle

Valet parking \$16.00 per vehicle

All parking is subject to space availability



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Security

The Hotel does not assume responsibility for any damage or loss of articles left unattended. It is the client's responsibility to arrange for collection of all personal items and gifts.

Miscellaneous Fees

Bartender fee \$80.00 for first four hours (minimum of 4 hours required)
Cashier fee \$80.00 for first four hours (minimum of 4 hours required) Each additional hour \$10.00 (Fees may be waived if \$350.00 in bar sales is exceeded every 4 hours)
Carver or Chef Attendant \$80.00 each (1 per every 50 guests)

Choice of Entrée

When offering a choice of entrée to your guests, the hotel must receive a guaranteed number for each entrée. The price of the higher priced entrée will be charged as the menu price for each entrée.

Guest Rooms

A Complimentary Guest Room for the Bride and Groom will be provided with a guarantee of 100 guests or more. Please ask our Marriott Certified Wedding Planner about group-discounted rates for out-of-town wedding guests.

Electrical

Electrical needs exceeding standard 120 volt/20 amp wall plug service will be assessed a service fee based on your specific electrical needs. Electrical charges of decorators, entertainers, production, audiovisual companies, etc. will be applied to your account unless specified in vendor's contract. Standard wall plugs are charged a \$35 fee.

Menu Tasting

A menu tasting for up to 2 people for custom menu items (minimum 100 guests) can be arranged by your Marriott Certified Wedding Planner. Please allow advance notice of fourteen (14) business days or more for scheduling a menu tasting. Additional attendees can be accommodated at 50% of the contracted menu price.





General Wedding Information

Your Decorations

All decorations proposed by the client will be subject to approval of the Hotel and Marriott Certified Wedding Planner. Any cost resulting from damage done to the Hotel property by attendees or vendors will be charged back to the client. It is also the client's contracted vendor's responsibility to retrieve all rental equipment immediately following the event. Your Marriott Certified Wedding Planner will coordinate minimum set-up and tear down ties with all outside vendors. No storage is available at the Hotel.

Weather Clause – Outdoor Venues

For any outside event, the Hotel reserves the right to make a final decision if lightning storms or severe weather conditions are expected in the vicinity that might endanger the safety of guests or employees. Should there be a report of 30% or more change of precipitation in the area – the scheduled function will take place in the designated back up area.

Temperatures below 50 degrees and/or wind gusts in excess of 20 mph shall also be cause to hold function indoors. Should the decision be delayed by the client and the results are a double set up of the function – an additional service charge of \$5 per person of the anticipated attendance will be added to your account. Decisions on using back-up space are made at least 3 hours prior to the function. Your Catering Sales Manager or Marriott Certified Wedding Planner will make the final decision.



